

# **LIMERICK MENTAL HEALTH ASSOCIATION**

## **Service Co-ordinator (25 HRS/WEEK)**

**Location:** Limerick City

**Reporting Relationship:** Board of Trustees, Limerick Mental Health Association

**Closing date for Applications:** 5 pm, Friday 19<sup>th</sup> September 2025

**Please forward your Curriculum Vitae with a covering letter to**

**[info@limerickmentalhealth.ie](mailto:info@limerickmentalhealth.ie)**

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in a position to provide individual feedback to candidates who are not shortlisted for an interview.

### ***Limerick Mental Health Association is an Equal Opportunities Employer***

The Limerick Mental Health Association (LMHA) aims to promote positive mental health within Limerick City and County. Key activities include promoting positive mental health in collaboration with key stakeholders, organising Limerick Mental Health Week, implementing the strategic plan, and developing LMHA's programs and activities to meet the needs of service users.

The Association aims to support the personal recovery of individuals who experience mental health difficulties through the coordination and facilitation of a wide variety of activities. The Association is based in the heart of Limerick city and aims to promote good health and well-being through social, recreational and educational activities. The programmes are aimed at people in the local community who may be experiencing difficulties coping or living in isolation. LMHA have strong links with the local mental health services. LMHA is well established as a place where people can access support and information, develop their talents through creative activities and enhance coping skills in a safe and non-judgemental environment. The Association promotes social inclusion through a variety of activities and programmes. Also offering recovery-focused workshops and services to the local community, actively liaises with stakeholders and other organisations in Limerick city and county.

### **Role Description**

Reporting directly to the Board of Trustees, the Service Co-ordinator is responsible for leading and managing Limerick Mental Health Association, in particular the range of projects and activities as agreed by stakeholders. This includes an overview of the development, planning, implementation, tracking and reporting of activities and the management of staff and volunteers. He/she works in collaboration with the Board and contributes to the overall growth and development of the LMHA service.



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The position requires an excellent level of understanding of mental health and recovery and a commitment to members of the organisation, as consideration must be given at all times to their well-being. The position requires a high degree of professionalism and the ability to work in a confidential and respectful manner. The person appointed must have the ability to multitask the range of tasks required, be flexible, demonstrate excellent leadership skills and have the ability to create a safe and supportive environment and work on their own initiative. Ideally, the Service Co-ordinator is required to have excellent communication skills, both written and verbal, to broaden the network of engagement and to bring LMHA forward with future developments and collaborations. In addition, management and prioritisation of tasks is key, with the ability to work within tight timeframes for required tasks, in particular for external organisations.

## **Primary Duties and Responsibilities**

- Manage the overall strategic development of LMHA in consultation with the Board of Trustees
- Collaborate with key partners for the development of the Association
- Develop and define the scope of activities in collaboration with the Board of Trustees
- Determine and manage resources (time, budget, equipment) required to complete ongoing activities, ensuring that the services are delivered on time, within budget and at the required level of quality
- Inform the Board of Trustees of planned activities; evaluate and report on ongoing and completed work
- Liaise with statutory mental health services, voluntary mental health groups and other relevant organisations
- Manage the running and upkeep of the LMHA premises and delegate tasks accordingly to the relevant team member
- Management of correspondence, communication, conflicts and delegation of work amongst the team

## **Implement Project Activities**

- Contribute to the development of LMHA's strategic plan
- Execute activities according to the strategic plan
- Promote activities and delegate actions for social media activity
- Record and document activities
- Monitor the progress of activities and make changes where necessary



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- Manage communications with all stakeholders (staff, volunteers, members, local mental health services, HSE, Mental Health Ireland, community, statutory and voluntary organisations)
- Monitor, evaluate and review the quality of activities
- Identify relevant funding opportunities and keep the Board of Trustees informed of planned and completed applications for funding

## **Staffing**

- Recruit, interview and select staff and/or volunteers according to company needs ● Manage staff and/or volunteers according to the established policies and practices of the LMHA
- Ensure personnel files (electronic/paper) are appropriately maintained and stored
- Ensure staff and/or volunteers receive an appropriate orientation and induction process
- Provide ongoing support and feedback to staff and/or volunteers, providing training and development as needed
- Conduct staff reviews and appraisals, including feedback actions
- Contract qualified facilitators/tutors to work with the organisation as appropriate

## **Reporting**

- Communicate with funders, Manager and Board of Trustees
- Monitor and approve all budgeted expenditures in line with compliance regulations
- Report actual expenditure and variance on a regular basis
- Manage all funds according to established accounting procedures and funder requirements
- Ensure all records are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements

## **Training**

- Attend training events, conferences, and other functions as necessary
- Manage and keep up-to-date policies and procedures
- Assist in the development of new policies and procedures
- Identify training needs for staff/volunteers and organisation of the same, and develop a clear, costed training plan for all staff and volunteers each year



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### **Health and Safety**

- Ensure a safe and secure working environment for staff, volunteers, and members · Identify, assess, and manage health and safety risks
- Implement health and safety measures and policies; ensure an up-to-date safety statement is in place Record incidents and accidents
- Ensure that best practices are maintained in all aspects of work for LMHA. Ensure that staff are appropriately trained and supervised.

### **Facilities**

- Maintain the organisation's premises and ensure all equipment and facilities are in good working order in collaboration with the Board of Trustees
- Develop and implement procedures for access and usage of the building, including out-of-hours access and emergency procedures

**Note:** This job description is a guide to the general range of duties and responsibilities attached to the post. Therefore, it is neither definitive nor restrictive and will be subject to periodic review and revision at the discretion of Limerick Mental Health Association or persons nominated by the organisation.

